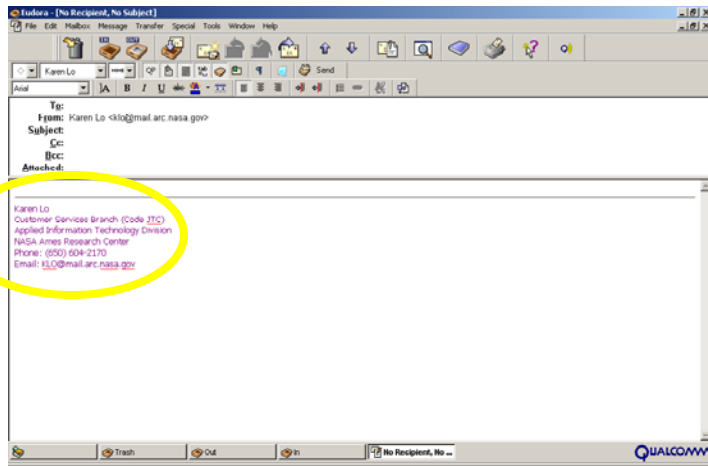


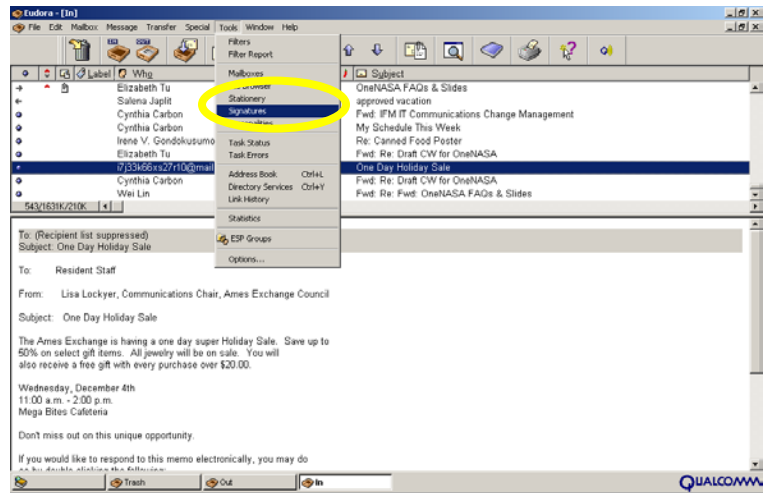
# How to Set up "Signature" in your Eudora Email



A **signature** is a few lines of text (like – "name", "title", "NASA Ames Research Center", "Mail Stop xxx-x", "Moffett Field, CA 94035", "phone") that are added automatically to the end of an outgoing message when it is sent. A signature can be whatever you want, but it is mostly used to give contact information (telephone, address, and so forth). You use only one signature at a time in a message, but you can create as many different signatures as you want.

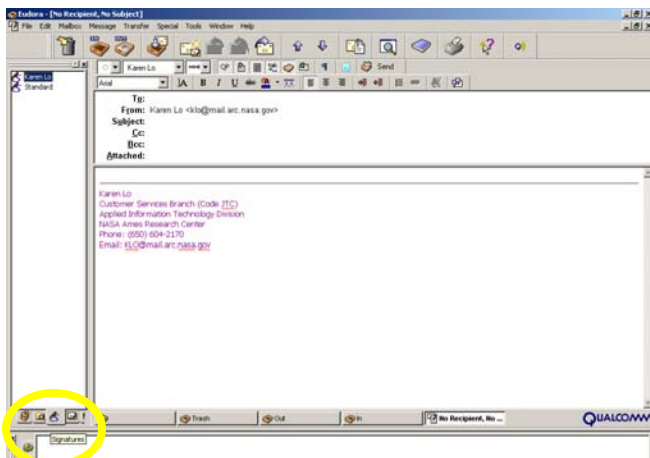
## To Set up a Signature in your Eudora email client:

1) Go to **Tools**, Select "**Signatures**"

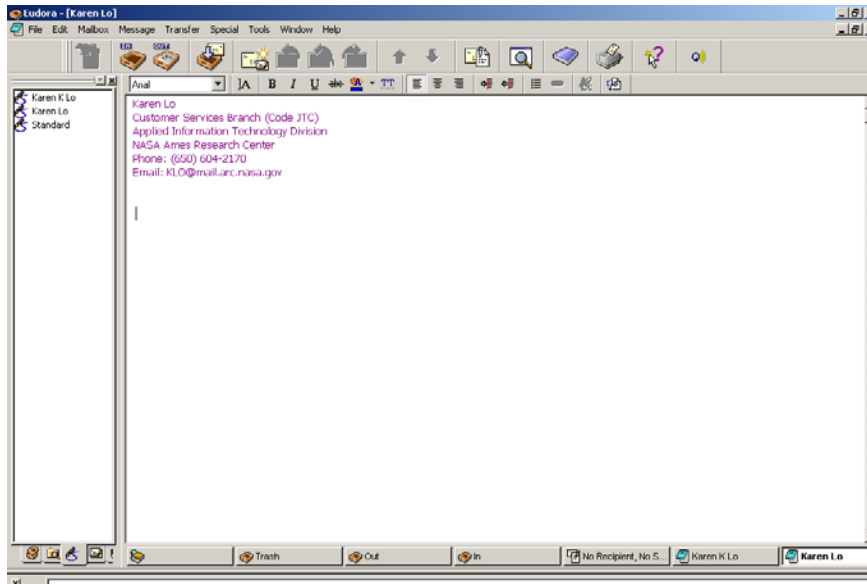


2) The "Signature Window" (to your left) should appear.

3) **Right-click** anywhere inside the Signature window and choose "**New**" from the context menu (right-click). Eudora displays the Create New Signature dialog box, and asks you for a name. Type in your Name or whatever you desire to call this particular Signature.

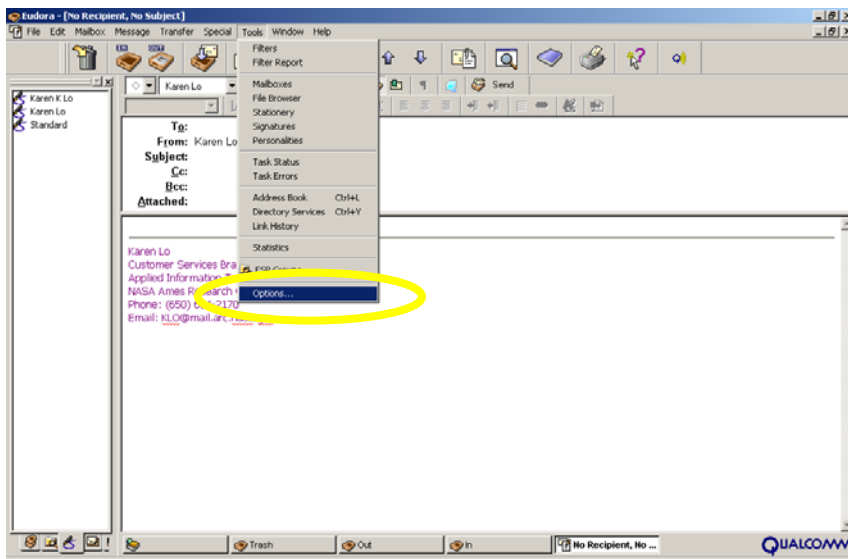


4) You are now being taken to a blank Signature window. Enter your signature text in the Signature window (ie - Name, Email Address, Phone Number, etc.)



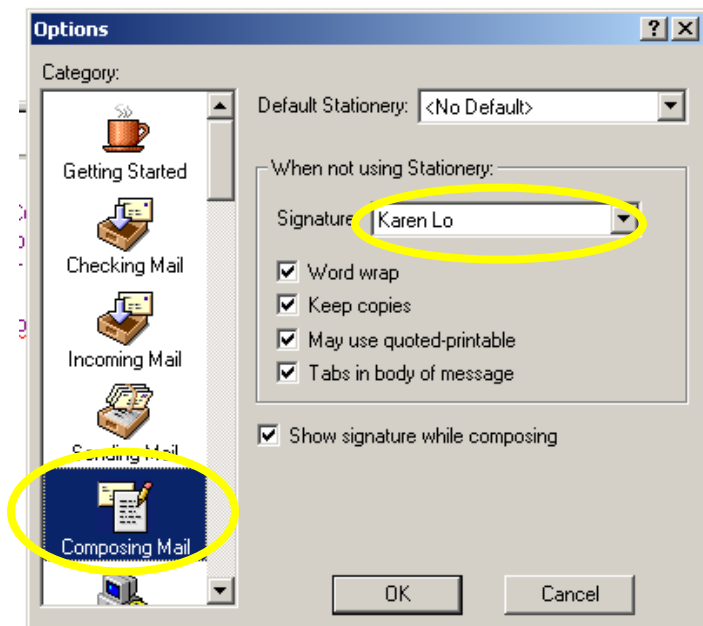
5) Upon completion, save the signature file using the **File** menu "**Save**" command. Your Signature has just been saved.

## To Activate your Signature in Eudora



Even though you have just created a personalize Signature in Eudora, you must activate it in order for it to appear automatically in your Outgoing messages.

1) Go to **Tools**, Select "**Options**"



2) Select the “**Composing Mail**” icon.

3) Under “**Signature**”, select the Signature name you have just created and Press “OK”.

4) This Signature will automatically appear in the end of your Outgoing messages.